



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1680 (950) P

April 21, 2010

EMS Transmission: April 21, 2010

Instruction Memorandum No. WY-2010-028

Expires: 9/30/2011

To: All Employees

From: Deputy State Director, Support Services

Subject: Work Breakdown Structure (WBS) Code for Administrative Program Support Costs  
– Formerly 0777

### **Program Area:** Organizational – Budget

**Purpose:** The purpose of this Instruction Memorandum is to provide WY Statewide guidance in tracking administrative support costs which were formerly charged to 0777 for the rest of 2010 and for future years.

**Policy/Action:** The Bureau of Land Management (BLM), Fiscal Year (FY) 2010, Annual Work Plan (AWP) General Directives (pages I-23 to I-26) provides policy for tracking program support costs that were formerly in Functional Area L07770000. It is the policy of the BLM to limit expenditures of program support to costs that are supported by the X Program Elements (PE). This WY policy has specific guidance for non-IT administrative support costs and different guidance for IT support costs. The WBS code “OVHD” must be used in both areas with some modification for IT costs.

The WY Districts and Field Offices use of the OVHD WBS should be limited to non-labor fixed costs defined by the X PEs.

The State Office will use the OVHD WBS for labor and non-labor fixed costs defined by the X PEs.

The OVHD code will be used as follows:

- Non-IT costs LXSIOVHD0000;
- IT costs – If there is a normal WBS for IT, rather than the last 4 zeros, use OVHD; otherwise use LXSIOVHD0000.

The Functional Areas, where the OVHD codes are valid, are attached below.

**Timeframe:** This is effective immediately.

**Budget Impact:** None

**Background:** In the past the 0777 code, which included indirect costs related to workforce, organizational support and land resource information systems was used to track administrative costs. While transitioning to the new Federal Business Management System (FBMS) it was found that the 0777 allocations were not captured or carried over, causing a significant impact to budgets.

**Manual/Handbook Sections Affected:** None

**Coordination:** The information herein was obtained from the FY 2010 Annual Work Plan General Directives with the coordination of WO-880, the NOC, the DSD Support Services, and the State Budget Officer.

**Contact:** Questions should be directed to Mark Gorges, State Budget Officer.

### Functional Areas To Be Used With “OVHD”

Functional Area Number	Functional Area Name
L10100000	Soil, Water, & Air Management
L10200000	Range Management
L10300000	Forestry Management
L10400000	Riparian Management
L10500000	Cultural Resources Management
L10600000	Wild Horses & Burros
L11100000	Wildlife Management
L11200000	Fisheries Management
L11500000	Threatened & Endangered Species
L12100000	Wilderness Management
L12200000	Recreation Resources Management
L13100000	Oil and Gas
L13110000	Oil and Gas APD Processing
L13200000	Coal Management
L13300000	Other Mineral Resources
L14100000	Alaska Conveyance
L14200000	Cadastral Survey
L14300000	Land and Realty Management
L16100000	Resource Management Planning
L16510000	Operations
L16520000	Annual Maintenance
L16300000	Res. Protection & Law Enforcement
L16400000	Hazardous Materials Management
L19900000	Mining Law Administration

<b>Functional Area Number</b>	<b>Functional Area Name</b>
LF1000000*	Fire Preparedness
LF3102000*	Non-Wildland Urban Interface
LF3101000*	Wildland Urban Interface
L31300000	Acquisition Management
L58100000	Forestry Pipeline Restoration Fund

\*Fire codes will take precedent over the use of the OVHD code.

Signed by:  
Mark W. Gorges  
Acting Deputy State Director  
Division of Support Services

Authenticated by:  
Pamela D. Hernandez  
Wyoming Central Files